



## **Fort Sackville Foundation Student Summer Job Opportunities (Three Positions Available)**

**Qualifications:** Eligible candidates, must be accepted at or currently attending university, and returning to university in the fall. Applicants must have strong research skills, including an ability to synthesize multiple online and other sources and write interesting summaries. Attention to detail and accuracy, excellent communication and time management skills, an ability to work independently and as part of a team, and an interest in history are necessary job requirements. Please review the Job Descriptions that follow.

**Place of Employment:** The positions require working at Scott Manor House, 15 Fort Sackville Road, Bedford, NS.

**Employment period:** 12 weeks, June 10 – August 30.

**Wages:** \$15.50/per hour, 40 hours per week.

To apply, email your resumé, with cover letter, by **noon on April 12<sup>th</sup>** to:

[scott.manor@ns.sympatico.ca](mailto:scott.manor@ns.sympatico.ca)

We thank all candidates for their interest, however only those selected for an interview will be contacted.

## **Heritage Interpreter / Archival Assistant (Two Positions Available)**

The position requires the following skills:

- excellent oral and written communication skills,
- excellent organizational skills both in research and in day-to-day operations,
- strong technology skills, including database use, creating and posting content on our website and social media platforms,
- the ability to:
  - tell the story of the Scott Manor House, the Fort Sackville site and its artifacts. Use initiative to relate to and engage with the public through tours while in character, using the information learned,
  - Conduct research on the history and use of artifacts and write interesting descriptions for entry into an online database; assist with research requests, cataloging resources, collections inventory, and digitization of records; and assist or conduct research on local history topics,
  - collect and maintain visitor statistics,
  - assist at Scott Manor House events, displays and programs,
  - work independently with minimal supervision,
  - work collaboratively with a wide range of colleagues, volunteers and the public,
  - manage a varied workload in a timely, effective manner,
  - handle small monetary transactions,
  - perform routine custodial / housekeeping duties, including compliance with any public health or safety directives,
  - adhere to Fort Sackville Foundations policies and procedures,
- experience or interest in museum studies, history or theatre would be an asset,
- a second language would also be an asset.

## **Heritage Interpreter / Communications (One Position Available)**

This position requires the following skills:

- excellent oral and written communication skills.
- strong technology skills, including database use, creating content and posting content on our highway sign, the website and other social media platforms.
- the ability to:
  - tell the story of the Scott Manor House, the Fort Sackville site and the artifacts and use initiative to relate to and engage with the public through tours while in character, using the information learned,
  - prepare daily/weekly media releases and other Public Service Announcements,
  - create a Fall Newsletter to be shared with the public regarding the summer programs, upcoming events and/or opportunities for the public to engage with the Fort Sackville Foundation, interesting historical facts about the Scott Manor House, The Fort Sackville site, or the community of Bedford. The newsletter must be approved by the Executive and/or Communications Coordinator,
  - assist or conduct research on assigned local history topics,
  - collect accurate visitor statistics and produce a final summative report for the Foundation Executive, including the number of visitors, the varied communities/country of the visitors, and comments and feedback from the visitors,
  - assist at Scott Manor House events, displays and programs,
  - work independently with minimal supervision,
  - work collaboratively with a wide range of colleagues, volunteers and the public,
  - manage a varied workload in a timely, effective manner,
  - handle small monetary transactions,
  - perform routine custodial / housekeeping duties, including compliance with any public health or safety directives,
  - adhere to Fort Sackville Foundations policies and procedures,
- experience or interest in communications, museum studies, history or theatre would be an asset,
- a second language would also be an asset.

**The Fort Sackville Foundation, is a registered charity that manages historic Scott Manor House (built c. 1770), Bedford's Community Museum and Heritage Resource Centre. To learn more about the Foundation's work preserving and promoting Bedford's history and cultural heritage, visit <https://scottmanor.ca>.**